TORONTO HIGH SCHOOL
ATTENDANCE

In NSW parents are legally responsible for ensuring their children attend school regularly. This means all children of compulsory school-age are legally required to attend school. Compulsory school-age means between the ages of six and the minimum school leaving age. The minimum school leaving age requires all children complete Year 10 of secondary education and then participate in education, training or full-time employment until the age of seventeen.

Attendance is recorded daily and a ‘roll call’ is conducted at **8.15am** every morning. Rolls are legal documents and may be requested by courts to verify attendance of any student. At Toronto High School, students are required to be at school **before 8.15am** for roll call at **8.15am** – this includes students in Years 11 and 12. Class rolls are marked every lesson and discrepancies will be reported to a Deputy at the beginning of each lesson.

EXPLAINING ABSENCES

Any absence, whether partial or whole day will be recorded as ‘unexplained’ until an explanation is received. The explanation may be a letter to the roll call teacher, a FAX or phone call (as long as the reason and source of the information is documented, signed and dated by the person accepting the explanation).

- The *Education Reform Act 1990* requires parents/caregivers to inform the school of the reason for any absence within 7 days. If this does not occur then the absence will be permanently recorded as ‘unexplained’. The *Education Reform Act 1990* also instructs the school to assess the validity of the absence. **Parents cannot give permission for their children to miss school unless there is sufficient justification.** The school is expected to make a judgement on whether the reason is valid and this can only be done if the reason is supplied.
- A reminder will be given to students by the roll call teacher the day they return to school, if they do not have an explanation note. No reminder letters will be issued for Unexplained absences after 7 days.
- A letter will be sent home after 2 days unexplained absence. If a note has been given to the roll call teacher prior to the reminder letter reaching home, please disregard the letter.
- If parents are aware that their child is going to be absent from school, please contact the school prior to the absence. **Leave in excess of 12 days must have the approval of the Principal.** Work may be organised through the Year Adviser. The Principal has the authority to issue an exemption from attendance, if the reason provided is considered to be valid.

LATE TO SCHOOL

- Students who arrive after 8.15 am should report to the office. They will be recorded as a ‘partial absence’. Late students will be given a green slip – one part is given to their classroom teacher and the other is to be taken home to be signed and completed by a parent/caregiver unless a note is produced at the time of arrival.
- Unexplained repeated lateness may result in disciplinary action.
- All Years must attend roll call each day. **There are no late starts** for Years 11 & 12.

ATTENDANCE AT SPORT

- Sport time should not be seen as a time for appointments. Tuesday is a regular school day. However, if an appointment is unavoidable at this time, an appointment card should accompany the note where possible. This will only be considered if the school has been notified the preceding Monday. All Sport half day passes are processed through the Sports Organiser, Mrs Gromek, and/or the relevant Year Deputy.
- Requests to come home without a specific justifiable reason will not be granted. It should be clear that **parents/caregivers do not have the right to exempt their child from sport.** The Principal alone has that power to grant exceptions in special circumstances.
- Failure to attend sport after being present in the morning will be recorded as a truancy. Notes of explanation, presented the next day for failure to attend sport in these circumstances are not acceptable, unless there is an extraordinary circumstance.
ATTENDANCE, SCHOOL REPORTS AND ‘N’ AWARDS

- The number of absences will be printed on a student’s School Report. No changes will be made to absences on Official Rolls or School Report unless it is an administrative error on the School’s part.
- Regular attendance at school is essential if students are to maximise their potential. No Years are to leave the school grounds during the day (this includes lunch and recess) and in particular if students in Years 11 or 12 do not have a timetabled lesson they are to be in the library. Attendance for Years 9, 10, 11 and 12 must be above 90% for students to meet Course outcomes. Below these levels may result in ‘N’ warning letters for the course. Unsatisfactory attendance, less that 90% for Years 7 & 8, may result in students repeating that Year.

ATTENDANCE WHILST RECEIVING CENTRELINK PAYMENTS

- Centrelink will regularly ask clients to provide proof of enrolment and attendance – Toronto High School will issue letters in this instance to cover this request.
- Toronto High School must complete a term report on all students accessing Abstudy. If attendance falls below an acceptable level, Centrelink will discontinue Abstudy payments.

LEAVING SCHOOL EARLY

If students wish to leave early they should:

- Apply for a half day pass before 8.15 am, preferably the day before it is required. All applications, except Tuesday Sport are through the relevant Year Deputy.
- Half day passes will be picked up from the front office when required.

Year 11 & 12 students:

- If timetabled off period 5, Year 12 students can leave at the conclusion of period 4 but Year 11 students can only leave the school at the conclusion of lunch. Both Years must sign out, unless there are no timetabled periods for the whole year. In the event of this, Year 12 may leave at the beginning of lunch but Year 11 must wait until the end of lunch.
- If Year 12 are timetabled off period 4 as well as period 5 they may leave at the end of period 3. This is only for Year 12, Year 11 must remain at school until the conclusion of lunch.
- Tuesday’s periods 4 & 5, if Year 11 are not timetabled on class they are allowed to leave at the conclusion of lunch, and do not need to sign out.

ABSENCE NOTES

These must clearly state:

| Full Name: ___________________________ | Roll Class: ______ |
| Date(s) of absence: ___________________________ |
| Dear …. |

Reason from the absence

Signed: ________________
Date: ____________________

A page of blank ‘absence note’ proformas follows on the next page, for your use.
Full Name: ___________________________ Roll Class: _____
Date(s) of absence: __________________________________________
Dear ….

Signed: __________________________
Date: _________________________

Full Name: ___________________________ Roll Class: _____
Date(s) of absence: __________________________________________
Dear ….

Signed: __________________________
Date: _________________________

Full Name: ___________________________ Roll Class: _____
Date(s) of absence: __________________________________________
Dear ….

Signed: __________________________
Date: _________________________

Full Name: ___________________________ Roll Class: _____
Date(s) of absence: __________________________________________
Dear ….

Signed: __________________________
Date: _________________________